

# SCPS Consulting LTD: GDPR Privacy Notice

(Company Number 13120303)

## Who is collecting the data?

SCPS Consulting LTD (SCPS) holds information from people who purchase our services (e.g. consultancy, therapeutic services, training & supervision). Purchases may be indirect e.g. health insurance or via Hospital/Healthcare Provider Referral, or direct via our website or through direct BACS transfer. SCPS hold information from people who sign up to our mailing list.

## What data is being collected?

### 1. Data from people purchasing therapeutic services:

- Contact details for arranging appointments and for invoicing/ receiving payments
- Referral information: information shared by the referrer to outline the reason(s) why the person wishes to receive a service from SCPS Consulting
- Records from the treatment sessions: this may include psychometric / other questionnaire measures and psychology notes including any letters/ reports or onward referral records
- Formal communications related to the service (e.g. emails)

### 2. Data from people purchasing supervision:

- Email address and name (if provided)
- Name, Address/ Place of work (if relevant)
- Services purchased and method of payment
- DBS record (if appropriate)
- Supervision Contract
- Professional CV
- Proof of Professional Indemnity Insurance
- Information included within pre-supervision self-assessment
- Brief session outline (provided by Supervisee)
- Formal communications related to supervision (e.g. references, emails)

### 3. Data from people purchasing training:

- Name and Contact details: Address, email, telephone number,
- Services purchased and method of payment
- Place of work (if relevant)
- Pre-post training self-assessment
- Formal communications related to training (e.g. emails)

### 4. Data from other purchasers of services/ Mailing list data marked with \*

- Name\* / Organisation / email address\*, postal Address
- Job title, employer details; Telephone number (if provided)
- Services purchased and method of payment
- Formal communications related to the service (e.g. emails)



## What is the legal basis for processing the data?

- We are governed by Her Majesties Revenue and Customs (HMRC) re. keeping of financial records; by the Health and Social Care Professions Council (HCPC) & the British Psychological Society (BPS) re. patient notes & practice standards.

## Will the data be shared with any third parties?

- SCPS may be required to share information in the event of serious personal risk to self or others e.g. risk of suicide; illegal activities. SCPS uses PayPal to process training payments in conjunction with WIX, who host the SCPS Consulting Website. SCPS Consulting stores marketing information securely within WIX in order to distribute our marketing messages.
- SCPS does not sell any personal information that it receives.

## How will the information be used?

- Information is used to process payments for services, to monitor & evaluate our services (internally for the purpose of improving services), as part of patient care, to maintain contact with past and present users of our services, to provide evidence of the services that we have provided, anonymous data may be used for internal research purposes (service development).

## How long will the data be stored for?

- HMRC financial records must be kept for 7 years.
- Professional patient information must be kept for 7 years.

## What rights does the data subject have?

- GDPR gives you the right to request access to:
  - confirmation that your data is being processed
  - access to your personal data
- If the information that you request is unfounded or excessive SCPS Consulting reserve the right to refuse the request or to charge a reasonable fee for this.
- If we refuse your request, you have a right to make a complaint.

## How can the data subject raise a complaint?

- You can make a complaint by emailing the details to [info@scpsconsulting.com](mailto:info@scpsconsulting.com).
- We may ask for additional information and will respond within 10 working days.
- You can also make a complaint to ICO: 0303 123 1113 or HCPC: 0207 840 9814.